

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M292 Page 1 of 2
Agency City of Gaithersburg		Division/Unit Community & Public Relations - Community Services
Item No.	Description	Retention
1	National CHARACTER COUNTS! Program An educational program designed to teach children good character, behavior and ethics. Records include documents and information from Scholarship essay contests, Hero in our community essay contests and Annual poster contests.	Retain 5 years, then destroy
2	Client Case Files	Retain 12 years, then destroy
3	City's Community Development Block Grant Housing Counseling Program and Emergency Fund (Client case management files/records)	Retain 12 years, then destroy
4	Donation Records	Retain 8 years, then destroy
5	External Meetings Correspondence	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
Schedule Approved by Department, Agency or Division Representative. Date <u>4/1/14</u> Signature <u><i>Britta Monaco</i></u> Typed Name <u>Britta Monaco</u> Title <u>Director of Community &amp; Public Relations</u>		Schedule Authorized by State Archivist Date <u>5-15-14</u> Signature <u><i>TuBe</i></u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M292
		Page 2 of 2
Agency City of Gaithersburg		Division/Unit Community & Public Relations - Community Services
Item No.	Description	Retention
6	Heritage Months and Multicultural Affairs Committee Correspondence	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
7	Heritage Months and Multicultural Affairs Committee Meeting Minutes	Permanent. Retain 3 years, then transfer to State Archives.
8	"If I Were Mayor..." Essay and City of Gaithersburg Junior Mayor Contest	Retain 3 years, then destroy
9	Information Technology and Public Works Order Requests	Retain 3 years, then destroy
10	Montgomery County Public Schools 'School Breakfast Program'	Retain 3 years, then destroy
11	Montgomery County Public Schools Annual Nonprofit Grants, School Grants and Educational Enrichment Committee	Retain 5 years after completion of grant, then destroy
12	Office Supply Order Records	Retain 1 year, then destroy
13	County Grants	Retain 3 years after audit, then destroy
14	US Department of Housing and Urban Development (HUD) – Supportive Housing Program Grant	Retain 5 years after completion of grant, then destroy